



TRAINING OPPORTUNITY
Detrick Center for Training and Education
Excellence
Fort Detrick, MD

Course Title: Effective Supervisory Skills

Dates/Hour/Location: 3-4 August 04; 0800-1600; 1520 CR#2

Course length: 2 days

Registration Deadline: 20 July 04

Cost: \$200.00 Based upon 20 participants

Vendor: Frederick Community College

Course Overview:

Your Company Benefits When:

- Supervisors understand their role & responsibilities
- Supervisors convey the roles of supervisor and employee to employees
- Training of new employees is methodical
- Communication skills are developed, appropriate & effective

Both supervisors and employees need a clear understanding of their role in the company. **Effective Supervisory Skills** develops an understanding of the concept of supervision in the workplace.

Results

- Understand how each employee perceived his/her supervisors
- Outline the supervisor's jobs, tasks & duties
- Define the supervisor's responsibility to the employees
- Learn the role of performance reviews, feedback, inspections, audits & corrections

Customize

Effective Supervisory Skills can be customized to meet your company's specific needs in the area of leadership and management. Contact your business-

training liaison for a consultation and written course proposal.

Instructors: All instructors are certified or meet the College's instructor evaluation process.

Target Audience:

Course Manager: Tel. 301-619-7554/3360, Fax 301-619-2884 or
E-Mail: USAGDCTEE@DET.AMEDD.ARMY.MIL

How to Nominate and Apply: FAX DD Form 1556 to DCTEE (301-619-2884 or DSN 343-2884) or mail to bldg 1520 by the registration deadline. Make sure Blocks 17, 19, 23, 25, 32, 33, and 34 are properly completed. Include nominee's email address and Training Coordinator's phone number and email address in Block 18. Training coordinators must add billing information in blocks 27 and 37. Do not attend unless you have received confirmation from the course manager. Although we try to accommodate all training needs, faxing a nomination to us does not guarantee a space allocation. Check with your activity Training Coordinator if you have not received confirmation two-four weeks prior to the class starting date.

NOTES:

Individuals who require special services or accommodations due to a disability should advise this office immediately (wheelchair access, interpreter, etc).